



**EPAP** EXPANDED PROFESSIONAL  
ASSOCIATES PROGRAM

## **Checklist: How to prepare for the next open season to apply for qualification to EPAP**

All eligible family members interested in participating in EPAP are encouraged to apply for qualification to the program during the next open season. Don't wait until the open season to apply for qualification is announced, you can begin now to prepare your application.

**ELIGIBILITY REQUIREMENTS:** In order to participate in EPAP, an applicant must be an Eligible Family Member (EFM) who is

- at least 21 years old;
- a U.S. citizen spouse or U.S. citizen same-sex domestic partner,
- listed by name on the assignment notification/cable or approved Form OF-126, Foreign Service Residence and Dependency Report, of a direct-hire, not contract Foreign Service or Civil Service employee of any federal agency, or uniformed services member, who is currently serving (or will be serving) in a full-time position overseas at a U.S. mission, or at an office of the American Institute in Taiwan under Chief of Mission authority; and
- resides at the sponsoring employee's post of assignment abroad at a U.S. mission, or, as appropriate, at an office of the American Institute in Taiwan.

Other family members or dependents of direct-hire Foreign Service, Civil Service, or uniformed service employees, Members of Household (MOH), or family members of contractors are not eligible.

Same-Sex Domestic Partners must comply with the provisions of 3 FAM 1612, including the filing of the Affidavit of Eligibility for Benefits and Obligations (DS 7669).

# Checklist

To prepare now for the upcoming open season you should:

- ☐ **Carefully review the Qualification Standards** posted online: [www.state.gov/m/dghr/flo/c41174.htm](http://www.state.gov/m/dghr/flo/c41174.htm). These detail the requirements for qualification in each EPAP area.
- ☐ **Create or update a USAJOBS resume.** First create an account and register at [www.usajobs.gov](http://www.usajobs.gov) and then create an online resume. **This is the only type of resume that can be submitted with your application.**
  - Be sure to include all relevant work experience you wish to be considered. Any experience not included will not be considered by the Qualification Evaluation Panel (QEP) or the Regional Bureau.
  - Sign up for notifications on USAJOBS to receive status updates during the initial review of your application.
- ☐ **Secure a copy of your sponsoring employee's assignment cable/notification** or approved form OF-126 listing you by name as a dependent and current or upcoming post of assignment.
  - If your sponsoring employee's agency does not provide all the required information in a single document, or you have any questions about this requirement, contact the EPAP Coordinator at [FLOaskEPAP@state.gov](mailto:FLOaskEPAP@state.gov).
  - **Note:** *This information is essential to confirm your eligibility for the program. Without it your application will not be forwarded to the Qualification Evaluation Panel (QEP) for consideration.*
- ☐ **Request your college/university transcripts.** These must be legible, in English, include your name and indicate the degree(s) (if any) awarded and course work completed. Note: these do not have to be official transcripts; unofficial copies of school records are acceptable, as long as they meet the above requirements.

- If your transcripts do not include the degree(s) awarded, include a copy of your diploma with your transcripts.
- If your transcripts are from a U.S. institution, but they are not in English, you must submit the original transcript and a certified, English translation.
- You need to submit transcripts documenting any educational experience you wish the Qualification Evaluation Panel (QEP) to consider. This is especially important if your undergraduate and graduate fields of study were different.
- ***If you have foreign education credentials*** (that is education acquired outside of any State of the U.S., the District of Columbia, the Commonwealth of Puerto Rico, a Trust Territory of the Pacific Islands, or any territory or possession of the U.S.), request evaluation of your credentials through an organization that provides this service. **Foreign education transcripts will not be accepted.** Applicants will submit copies of their foreign education credential evaluations in lieu of transcripts in their applications. Applicants can request an evaluation from a member organization of one of the two national associations of credential evaluation services:
  - National Association of Credential Evaluation Services (NACES)  
[www.naces.org](http://www.naces.org)
  - Association of International Credentials Evaluators (AICE)  
[www.aice-eval.org](http://www.aice-eval.org)

Credential evaluations are not free and applicants are responsible for the cost of the selected service. The cost will vary according to the complexity of the case and the amount of documentation you can provide. Prior to submitting any documents to a credential evaluation service, you will also need to obtain English translations of any non-English documents, preferably notarized. The QEP cannot consider any foreign education credentials that have not been evaluated.

- **Create a single document of all of your educational records (i.e. scan them all together into a single document).**
- **If you are claiming veteran's preference and/or have an IT-related Military Occupational Specialty, you must submit a copy of your DD-214 with your application.** Veteran's preference will be applied in the selection process, consistent with the application of veteran's preference in all overseas employment, as documented by HR/OE.
- **If you are a former or current (on LWOP) U.S. Department of State Information Management Specialist requesting qualification in the Information Management area, you must include a SF-50 verifying your prior service.**
- **If you are a medical professional applying for qualification in one of the medical areas, you must include a copy of your current U.S. medical license with your application.**
- **Save your documents in your USAJOBS.gov account.** When you submit your application for qualification to EPAP, you will be able to transfer them on the Gateway to State site as you complete your application. If you do not save these documents to your USAJOBS.gov account, you will be able to upload them from your computer to the Gateway to State site when you complete your application.
  - Saving these documents to your USAJOBS.gov account does not automatically upload them to your EPAP application. You will have to do this when you complete your application on-line in the Gateway to State site.

## Reminders

**PREVIOUSLY QUALIFIED APPLICANTS:** Individuals who applied in any previous EPAP open season and were found eligible by the Qualification Evaluation Panels (QEPs) in one or more of the EPAP areas (Economics, Management, Political, Public -Diplomacy, Financial Management, General Services, Human Resources,

Information Management, Office Management or Medical [physician or nurse]), **do not need** to re-apply for qualification in those previously qualified areas. *Qualifications are good for the duration of the program as long as a candidate remains an eligible family member.*

**APPLICANTS SEEKING ADDITIONAL QUALIFICATIONS:** Individuals who were qualified in any previous EPAP open season and wish to request qualification in ADDITIONAL AREAS or applied previously and were not found eligible, and have additional work or educational experience that would support their request and wish to be re-evaluated in an area in which they were not previously qualified, must submit a new application via [www.usajobs.gov](http://www.usajobs.gov) including all required documentation listed above.

By preparing in advance for the next open season, you will be ready to quickly submit your application for qualification to the program, **when** the vacancy announcement is open on [www.usajobs.gov](http://www.usajobs.gov).

For general information, please see HR/FLO's website: [www.state.gov/m/dghr/flo/c41174.htm](http://www.state.gov/m/dghr/flo/c41174.htm) or contact [FLOaskEPAP@state.gov](mailto:FLOaskEPAP@state.gov).